

SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Updates and additions to the Purchasing Policy and Procedures Manual (Staff recommends approval).

REQUESTED ACTION: **Approve updates and additions to the Purchasing Policy and Procedures Manual**

☐ Work Session (Report Only)

☒ Regular Meeting

DATE OF MEETING: 12/14/2010

☐ Special Meeting

CONTRACT: ☒ N/A

Effective Date: _____

Managing Division / Dept: _____

Vendor/Entity: _____

Termination Date: _____

Financial Services Department

BUDGET IMPACT: N/A

☐ Annual

☐ Capital

☐ N/A

FUNDING SOURCE: _____

EXPENDITURE ACCOUNT: _____

HISTORY/FACTS/ISSUES:

The Purchasing Policy and Procedures Manual was adopted by the Sumter County Board of County Commissioners on September 9, 2008. The policy was updated last on April 14, 2009. During usage of the policy some areas that required revision were identified.

The attached document shows markings in blue that have been revised.

The major changes are as follows:

- Department name change within the document from Budget and Purchasing Department to Financial Services Department
 - Addition of items exempt from requiring a Purchase Order, Section 1501
 - Addition of reference for House Bill No. 1157 Local Government Prompt Payment Act, Section 1701
 - General Housekeeping changes that are minor or administrative in nature
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